

Emergency Passport Replacement

Replacing an Emergency Passport for a Full-Validity Passport

If you were issued an emergency limited-validity passport because of an imminent departure, we encourage you to replace it with a full-validity passport immediately upon completion of your travel.

Please note that two consecutive emergency passports cannot be issued and that an application for a full-validity passport takes approximately two weeks to process.

If your application for replacement is made within one year from the date of issuance of the emergency passport, all applicants including children must apply by mail, and no fee will be charged. See general conditions in entry (A) below.

A. Replacing an Adult or Child's Emergency Passport Within One Year from the Date of Issuance = no fee passport.

If you or your child's current emergency passport is replaced within one year from the date of issuance, submit:

1. Passport application [form DS-5504*](#). We require that this form be completed online, print one-sided pages, then sign and date
2. For additional required documents and delivery method (see entry (D) below).

Note: For minors under age 16, this application form must be signed by the same parent or guardian that signed the emergency passport.

B. Replacing an Adult Emergency Passport After One Year from the Date of Issuance – for a Fee

For adults: if you replace your emergency passport after one year from the date of issuance please submit:

1. **Complete online and submit Form DS-82** available using the [online passport wizard](#). Be sure to answer all questions accurately as any mistakes may result in a delay. [Check that you are using the correct form here](#) (PDF-20 2kb). Print one-sided pages only, sign and date.**
2. **Payment – (99 Euros)** accepted form of payment for by mail services in Paris is a [Mandat cash, blue form](#) (PDF - 527 kb) available at all French post offices. **We do NOT accept any personal checks or cash.**
3. Submit additional required documents and delivery envelope (see entry (D) below).

C. For Minors Children under Age 16:

If you replace your child's emergency passport **after one year** from the date of issuance parents must:

1. [Schedule an online appointment for passport services](#) to make a personal appearance before the consul;
2. Submit passport application [form DS-11*](#). **We require that this form be completed online, print one-side pages. Do not sign this form;**
3. Pay the full fee of \$105 (**95 Euros**) for the child's new passport at the time of your appointment. [See fees and payment methods.](#)

D. Required Documents for Replacements of All Emergency Passports:

For replacements of ALL emergency passports please submit the following:

1. **Your limited-validity emergency passport and;**
2. **Social Security number:**
Providing a U.S. Social Security Number in box # 5 is mandatory if the applicant has been issued a number. If the applicant does not currently have an SSN and does not wish to obtain an SSN, then he/she should fill in the passport application SSN box # 5 with zeros.
3. The letter which you received at the time you obtained the emergency passport with instructions on exchanging the passport, and;
4. One current [U.S. standard size passport photograph for biometric passports](#): U.S. passport photos are significantly different from other types of passport photos. French photo booth photographs are NOT acceptable for U.S. passport issuance. Computer scanned images may not be accepted. All photos must have a white, light or neutral off white background. Failure to submit the correct photographs will result in significant processing delays. Do **NOT** staple or paperclip the photo to your application.
5. A self-addressed [Chronopost envelope](#) (for France métropolitaine) available at all French post offices (one Chronopost envelope may contain several passports – maximum 8).

All passports will be returned by mail using the Chronopost envelope tracking system only. The Chronopost envelope tracking system guarantees a faster and more secure service for the return of your passport(s).

Once we have received the complete passport application, it takes approximately 10 to 14 days for you to receive your new full-validity passport. Your emergency passport will be cancelled and returned to you at the same time.

Passport Application Forms*: Note that the online version of the application forms includes instructions on the back written for use in the U.S., which do not apply to your application in France. Please follow specific instructions on this webpage only.

Where to send your application and required documents:

When applying by mail: please send your completed signed application form, photos, emergency replacement letter, Chronopost envelope and current emergency passport to the following address:

U.S. Consulate General

ACS/Passport Unit

Place Varian Fry

13286 Marseille Cedex 06

When traveling, please remember to carry a photocopy of your passport separately from your passport. In the event of loss or theft, the copy will facilitate issuance of an emergency passport.

Security at the Consulate General

Please do not bring any electronic devices, such as laptop computers, Blackberries, iPods, or large bags, such as backpacks, suitcases or packages to the Consular Section as there are no storage facilities on Consulate grounds. Security guards may hold small tourist cameras and cell phones until your departure, but there is no storage available for any other large items or electronic devices — please do not bring them at the time of your visit.

* **Please note:** We require that all applications be filled out online. If you choose to submit a hand-written application, this could cause delays in processing your application. Thank you for your understanding.

[Back to main passport page](#)